

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 92-01

Subject:

DATE: 09/15/95

Sunset Review: 09/15/98

TRAINING, DEVELOPMENT, AND CERTIFICATION
OF FLETC INSTRUCTORS

1. PURPOSE. This directive promulgates the policy and criteria for training, development, and certification of all instructors selected for permanent or detailed Federal Law Enforcement Training Center (FLETC) instructor positions. Certification is voluntary and not a requirement for continued employment or promotion. However, the training associated with that certification is a requirement.

2. SCOPE. The provisions of this directive apply to all instructors except short-term detailed instructors (less than one year) and those personnel responsible for developing, approving, and applying elements of the new instructor's training plan.

3. CANCELLATION. FLETC Directive No. 91-00.E, Training Plan for New Instructors, dated December 28, 1987, is cancelled and superseded by this directive.

4. POLICY. The FLETC will provide a timely executed training/ development plan for each newly assigned instructor prior to their full-time assumption of instructional responsibilities. Training plans for long-term instructors on detail to the FLETC will be coordinated with that employee's agency.

5. DEFINITIONS.

a. Instructor. A GS-12 or below permanent FLETC instructor or long term detailed instructor (one year or more) whose primary responsibility is to teach in FLETC training programs.

b. FLETC Certified Instructor. An individual occupying an instructor's position who has attained the training and experience level specified in this directive.

c. Senior Instructor. A GS-13 or above permanent FLETC instructor or long term detailed instructor with the duties and responsibilities to teach in and coordinate the curriculum within a training division. Permanent FLETC Senior Instructors also have topical oversight responsibilities.

d. FLETC Certified Senior Instructor. An individual occupying a senior instructor's position who has attained the training and experience level specified in this directive.

e. Instructor Training Officer. A certified senior instructor assigned to serve as an advisor to a non-certified instructor/senior instructor.

f. Training Plan. A written plan developed by the assigned Instructor Training Officer and approved by the division chief within each training division that specifies the training and development activities required for the non-certified instructor/
senior instructor to become certified.

6. RESPONSIBILITIES.

a. Each Instructor Training Officer is responsible for developing new instructor and/or senior instructor training plans which include all the elements outlined in this directive. Additionally, each is responsible for recommending that an instructor/senior instructor certificate, as appropriate, be completed and presented to each newly certified instructor, after the successful completion of all aspects of the training plan.

b. OGT/OST Divisions Chiefs and the Director, Office of Artesia Operations are (1) authorized to approve waivers of requirements necessary to complete any aspect of the training plan; (2) responsible for ensuring that an instructor training officer is assigned to newly appointed or detailed instructors; and (3) the final approving authority for the new instructor's training plan, programs, and courses.

c. New Instructors/Senior Instructors must complete the approved training plan developed by the Instructor Training Officer.

7. CRITERIA. An approved training plan for instructors/senior instructors will consist of the following elements:

a. A list of division courses selected by the branch chief which will ultimately become the teaching responsibility of the new instructor. The instructor will be assigned to monitor these courses and prepare to teach them under the guidance of the Instructor Training Officer.

b. Notice of assignment to a FLETC basic training program if the new instructor has not previously completed a basic FLETC training program. This training should be completed as soon as practical and, whenever possible, prior to assuming

classroom teaching responsibilities. This requirement may be waived by the division chief if the instructor has successfully completed a similar Federal training program; e.g., FBI or DEA. If an instructor comes from a non-Federal law enforcement agency, the above requirement will not ordinarily be waived.

c. Enrollment in the FLETC's Basic Instructor Training Program (BITP) is required within the first three months of a new instructor's assignment. If no BITP is scheduled during that period, the instructor should complete the BITP as soon as possible. In addition, new instructors must satisfactorily complete any divisional instructor training program specifically designed for the division to which they are assigned; e.g., Firearms Instructor Training Program for instructors assigned to the Firearms Division.

d. A list of requirements and/or procedures deemed mandatory for the instructor/senior instructor position in a specific division; e.g., CPR, Trauma Management, role player selection process, etc.

8. FLETC INSTRUCTOR AND SENIOR INSTRUCTOR CERTIFICATES.

a. Instructors will be awarded the appropriate FLETC Instructor Certificate when they successfully complete their training plan and demonstrate to the branch chief's satisfaction their ability to instruct the courses assigned in their training plan.

b. Senior instructors will qualify for the FLETC Senior Instructor Certificate when they (1) complete all the requirements for the FLETC Instructor and the FLETC Professional Development Training Program; (2) have served as a senior instructor for a period of one year; and (3) demonstrate to the satisfaction of the branch chief that they possess a working knowledge of FLETC procedures and instructional techniques.

9. APPLICATION FOR AND AWARDING OF CERTIFICATES. The Instructor Training Officer will apply through the branch chief to the division chief for approval to award FLETC instructor/senior instructor certificates.

10. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director